

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                    **UTILITIES MANAGER**

**DEPARTMENT:**              **PUBLIC WORKS**

**BASIC FUNCTION:**

Under general direction, to plan, organize, review and direct field maintenance services and activities; ensure work quality and adherence to established policies and procedures in assigned divisions and/or programs as it relates to infrastructure and related storm water program activities; provides professional and technical assistance to outside agencies, senior management, other divisions, division supervisors, staff and consultants.

**KEY RESPONSIBILITIES:**

Plans, directs, and manages programs for the assigned divisions including: Water and Wastewater Systems Maintenance, Water Systems Operations, Recycled Water Distribution, Meter Reading/Maintenance/Replacement, Cross Connection Control, Wastewater Operations; recommends and administers policies and procedures.

Participates in development and manages implementation of the Utilities division goals, objectives, policies, and procedures.

Manages priorities, assignments and workload; establishes appropriate service and staffing levels; and allocates resources accordingly.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load; identifies opportunities for improvement; directs the implementation of changes.

Meets with various agency regulators and inspectors to perform various compliance inspections.

Maintains full regulatory compliance in all areas.

Ensures appropriate maintenance of records; regulatory reports and correspondence; provides technical and professional support to operations and City staff.

Manages and coordinates related environmental resource management programs.

Prepares agenda bills and other professional/technical communications, reports and documentation.

Responds to requests from citizens, staff, other divisions, consultants, vendors, contractors, engineers, regulators, agencies, entities, commissions, organizations, etc. on a variety of projects, issues, complaints and inquiries.

Attends various meetings to receive, update or provide information.

Selects, manages and evaluates subordinates and provides direction, guidance and training to division staff.

Ensures ongoing development of subordinates to support succession initiatives and department staffing and training.

Ensures proper time reporting for proper allocation of time and approvals.

Ensures proper operation/maintenance and inspection of assigned systems and that work is prepared to standard.

Ensures materials, equipment and supplies are purchased in accordance with City and division standards.

Directs, leads or provides input into preparation of plans and specifications for contracts, agreements, purchase of equipment and requests for proposals for various projects and studies.

Participates in annual budget preparation, capital improvement projects and administration for the Water/Wastewater Section of the Utilities Division.

Reviews both CIP as well as private development improvement plans; submits suggested changes.

Collaborates with Utilities Engineering for development and execution of CIP contracts.

Reviews and approves all operational expenditures and manages assigned operations budget.

Reviews and oversee contracts, agreements, etc. for goods and services to ensure compliance; authorizes equipment purchases.

Directs maintenance, repair and replacement of systems and equipment.

Serves as the point of contact for appropriate regulatory agencies.

Serves in the capacity of Utilities Director as needed.

### **Assignments in Water Operations**

Directs, oversees and reviews division and programs in assigned functional areas engaged in the operation, maintenance and repair of potable and recycled water

systems, SCADA, water quality assurance, meter services, conservation, cross connection control and administrative support services.

### **Assignments in Waste Water Operations**

Directs, oversees and reviews divisions and programs in assigned functional areas engaged in the sanitation system operations, waste water collections, planning and scheduling, and administrative support services.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- All applicable federal, state and local codes and regulations related to assigned division and safe work practices and methods
- Materials, methods, practices, procedures, equipment, standards, safety and technical requirements pertaining to assigned division
- Operations, principles, practices and methods pertaining to assigned division and administrative services
- Record keeping and reporting requirements and procedures
- Contractual agreements and application
- Budget development, management and control
- Principals and applications of public relations and customer service skills
- Computer applications relevant to duties
- Principles and practices of management including report writing techniques
- Principles and techniques of preventive maintenance
- Principles and techniques of performance measurement
- Principles of labor relations, supervision, training and performance evaluations

### **Additional knowledge areas for assignments in Water Operations**

- Water wholesaler operations, interaction and relationship
- Hydraulics and mathematics as related to water distribution and treatment in a utility system

#### **Ability to:**

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel
- Manage a comprehensive program for the Water or Waste Water Divisions of the Utilities Division
- Work with regulatory agencies and representatives on a wide variety of requirements and issues
- Coordinate programs effectively with public and private agencies
- Apply pertinent Federal, State and City codes, laws and regulations
- Effectively communicate with people from a wide variety of socio-economic backgrounds, both orally and in writing

- Forecast labor and other pertinent cost factors
- Determine training and development programs and classes of subordinates
- Plan, assign, supervise and evaluate work of subordinates and provide required training and guidance
- Determine cost-effective ways for efficient and effective operation of functional responsibilities
- Manage the performance of functional areas
- Read and interpret Utility maps, plans, diagrams, and blueprints and specifications
- Maintain records and prepare technical and complex reports
- Answer questions and concerns from staff, public, media, etc.
- Prepare and disseminate information and outreach materials
- Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors
- Use computer applications to assist in performing duties

### **EXPERIENCE AND EDUCATION:**

Any combination of equivalent experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

##### **Assignments in Water Operations**

Five years of increasingly responsible experience in core and functional areas including four years of supervisory experience as a water operations supervisor in a D5 and T2 system.

##### **Assignments in Waste Water Operations**

Five years of increasingly responsible experience in core and functional areas including four years of supervisory experience in comparable waste water operations.

#### **Education:**

Any combination of experience and education that would likely provide the required knowledge and abilities of qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of a Bachelor's Degree in engineering, construction, construction management or in a closely related field; and

Five years of progressively responsible experience in a utilities functional area such as, water distribution and wastewater systems operation and maintenance, construction inspection or related field, including experience as a supervisor.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License (Class C) or the ability to be transported throughout the City.

Willingness and demonstrated ability to direct operations during emergency calls outside of regular schedule or as required.

**Assignments in Water Operations**

Must possess a California Division of Public Health Water Distribution Operator Certificate, Grade D3 and the ability to obtain a D5 Certificate within an agreed period.

Must possess a California Division of Public Health Water Treatment Operator Certificate, Grade T2.

**Assignments in Wastewater Operations**

CWEA Collections System Grade 4 Certification and/or  
CWEA Mechanical Technologist Grade 4 within an agreed period.

**PHYSICAL REQUIREMENTS AND ENVIRONMENT:**

While performing the duties of this class an employee is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and document; analyze and solve problems; use math and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, vendors, contractors, regulators, agencies, committees, organizations, entities and the public encountered in the course of the work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside City limits during normal work hours and periodically on evenings and on weekends and at any time during emergency call outs.

DATE APPROVED: June 3, 2014

This is an at-will management classification.